横須賀基地空席広報 VACANCY ANNOUNCEMENT		広報番号: Announcement No.	FLCY-46-15	
		募集締切日: Closing Date	9 Sep 15	
		発行日: Date of Issue	27 Aug 15	
1.職種名 Job title (等級 Grade 7 /語学等級 LD 4) Contract Specialist #416 (契約専門職) Acceptable trainee level (採用可能見習い等級): 1-6 国際系 日 技能系 日 保安系 日 医療系	募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration I. ☑ 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. ☑ 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. □ 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. □ 外部 Off Base Applicant		
Administrative Blue Collar Trade Security Medical 2.部隊 Activity NAVSUP Fleet Logistics Center Yokosuka Far East Contracting Department Afloat Contracts Division, Ship Repair Team (Code 211) 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka-shi 3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days: Mon thru Fri 勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245 「夜勤 Night Shift	vel	5.雇用の種類 Typ ☑ MLC □ IHA ☑ 常用 Permaner	pe of Employment	
6.職務内容 Duties Please see the attached task list.				
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work, OR Doctorate Degree in accredited Graduate School in a related field. b. Knowledge of Federal Acquisition Regulation (FAR), Defense FAR Supplement (DFARS), Navy and Marine Corps Acquisition Supplement (NAVCARS), and Naval Supply System Command (NAVSUP) regulations, and NAVSUP FLC Yokosuka instructions. c. Skill in operating personal computer applications such as Microsoft Word, Excel, and Access. d. Ability to negotiate and administer contracts/orders. e. Ability to analyze and evaluate various quotations exercising the cost and price analysis techniques and knowledge of regulations, laws, directives, etc. f. Ability to speak, read and write English at fluent proficiency level (LD-4).				
*The selectee of this position must successfully complete all training courses including also those conducted in U.S. as required by the Defense Acquisition Workforce Improvement Act (DAWIA) for levels I and II.				
*An applicant who does not fully meet the qualification requirements stated above may be considered at grade 1-6 level as below:				
1-6: a. One year of specialized technical or administrative work experience equivalent to the 1-5 level in related work, OR completion of Master's Degree in a related field.				
* Handicapped applicants may be accepted, depending on the degree and kind of disability. 英語力 English Language Proficiency: □必要なし None □初級 Basic □中級 Intermediate □上級 Advanced ▽特段の能力 Exceptional				
学歴 Educational Background: 7/8 欄参照 See	se/Certificate F	Required:7/8 欄参照		

8.提出するもの Application and Associated Documents		職務状況 Working Condition		
図 家族/親族が在日米海軍で勤務しIf you have any family/relatives who w □ 運転免許証の写し Copy of Driver □ 修了証/証明書の写し Copy of C 図 英語の能力を証明するものの写 図 82 円切手を貼付し、応募者の郵 12cm x 23.5cm Envelope with Applicant's	ialized Work Experience で Japanese			
9. 応募書類提出先 Office to Submit 内部応募者(現 MLC/IHA 従業員)と外部応募者(非従業員)では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.				
(注意)上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部応募者(非従業員)からの応募書類は 無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.				
	接員)提出先 (米海軍横須賀基地日本人雇用課 (HRO)): must submit to (Human Resources Office (HRO), Yokosuka Navy I 〒238-0001 1 Banchi Tomari-cho, Yokosuka PSC 473 BOX 22 CNRJ HRO N132	Base):		
米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。 毎日午前 0 6 0 0 時より、午後 0 6 0 0 時までこの箱への応募書類の提出が可能です。 Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.				
2. 外部応募者(非従業員)提出先: 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) 管理第一係 電話番号 Phone 046-828-6959 受付時間:月曜—金曜、0830-1730 時 (日本の祭日を除く)。 雇用条件等のご質問はこちらにお問い合わせ下さい。Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of				
employment. 10. 事務処理欄 For Official Use				
募集部隊担当 Activity POC: FLCY		HRO: (rcvd: 8/21) au		
PD No.: FLCY-211-001		8/24 io8/25		

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397; 及び日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

Task List

Negotiation and/or administration of complex contracts Firm fixed price contract, fixed price indefinite delivery type contract, cost-sharing contract, cost-plus-a-fixed-fee contract, cost-plus-incentive-fee-contract, fixed-price contract with escalation or price redetermination provisions.

Complex or extensive services such as world-wide requirements for major overhaul or modification of specified items such as electronic equipment in aircraft; and equipping, manning, and servicing of an electronic data processing center.

Request for proposal, specification, drawings and government estimate cost breakdowns.

Refers proposals to legal authorities, engineers or other appropriate experts.

Reviews for responsiveness under terms and conditions of requests for proposals.

Attends negotiation or renegotiation conferences or price redetermination conferences with contractors' representatives and COs.

Analyzes and evaluates prospective contractor's production capacity, financial and cost data, facilities, and other background data, with responsibility for making final recommendation.

Observes contractors' performance. Reviews periodic progress schedules against contractor's schedules to insure timely delivery.

Ensures adequacy of contractor's compliance with contract terms, work progress, timely delivery of government furnished property, testing procedures, final inspection and acceptance schedules.

Prepares amendments to solicitations and/or modifications to contracts.

Advises contractor on termination procedures. Termination involves the settlement of the claims of a variety of prime contractors.

Reviews contractor's claims and settlement proposals.

Conducts contract administration to assure compliance with terms.

Performs other related or incidental duties as assigned.